

**EDB**

SRI LANKA

SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



MINISTRY OF INDUSTRY & ENTREPRENEURSHIP DEVELOPMENT

INVITATION FOR BIDS

PROCUREMENT OF SELECTING A SUITABLE PUBLIC RELATION SERVICE PROVIDER FOR THE MARINE SUMMIT - “VOYAGE SRI LANKA 2025”

1. Sri Lanka Export Development Board (SLEDB) which functions under the purview of Ministry of Industry & Entrepreneurship Development, has planned implementation of Marine Summit – “Voyage Sri Lanka 2025” international event to promote Sri Lanka’s Marine and offshore service sector. The summit gathers global experts, investors, policymakers and industry leaders to discuss innovation, investment, opportunities and sustainability in the blue economy. It serves as a platform for networking, knowledge sharing and strategic collaborations, aiming to position Sri Lanka as a leading marine hub in the region.
2. The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Export Development Board (SLEDB), invites sealed Bids from eligible and qualified Bidders for selection of a suitable public relation service provider for the Marine Summit – “Voyage Sri Lanka 2025”.
3. Bidding will be conducted using the National Competitive Bidding (NCB) procedure as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GOSL) and is open to all eligible Bidders that meet the qualifications and requirements specified in the Procurement Document.
4. Interested eligible Bidders may obtain further information from Assistant Director-Procurement, Level 06, NDB – EDB Tower, No.42, Nawam Mawatha, Colombo 02, Telephone: 011-2300702, Email: disna@edb.gov.lk.
5. Procurement document could be downloaded from the SLEDB website <https://www.srilankabusiness.com/announcements>. To consider as an eligible bid, non-refundable fee of LKR 1,000.00 should be paid to the bank account, details specified in procurement document and a copy of the payment slip must be attached to the proposal. Proposals submitted without this payment slip will not be considered for evaluation. Additionally, a scanned copy of the payment slip should be emailed to the email address provided in the Procurement document before the bid submission.
6. The original of the bid should be enclosed in cover and top left-hand corner shall be marked as **“EDB/PU/NCB/2025/01” – bid for “Providing Public Relation services for the Marine Summit-Voyage Sri Lanka 2025”**. The name and the firm submitting the bid should appear in the cover.
7. Sealed bids could either be sent under register post (together with the bank payment slip) to the address given in para 4 or put into the Tender Box available at the Procurement Unit, SLEDB by making the payment specified before **02.00 p.m. on 30th April 2025**. Late Bids will be rejected. All Bids must be accompanied by a Bid Security in the form of a Bank Guarantee using the format given in the Procurement Document in the amount of Sri Lankan Rupees Thirty Five Thousand (LKR 35,000/-).
8. Bids shall be valid for a period of 49 days from the date of deadline for submission of Bids.
9. Bids will be opened at 2.30 p.m., in the presence of the Bidders or their authorized representatives who choose to attend in person at the office of SLEDB at the address given in paragraph (4) above.
10. SLEDB will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

CHAIRMAN / CHIEF EXECUTIVE OFFICER
SRI LANKA EXPORT DEVELOPMENT BOARD
NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02.

Website: <http://www.srilankabusiness.com>



April 17, 2025